

# U.S. DEPARTMENT OF ENERGY

## NEVADA OPERATIONS OFFICE

### ORDER

NV O 44XD.1

Approved: 11-18-98  
Review Date: 11-18-00

**Subject: GIFTS OF PERSONAL PROPERTY IN SUPPORT OF MATHEMATICS  
AND SCIENCE EDUCATION**

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1. OBJECTIVES. The objective is to define and standardize procedures for gifts of personal property to educational institutions for the improvement of mathematics and science curricular for the conduct of technical and scientific education and research activities in the elementary and secondary schools. To set forth responsibilities and procedures for the implementation of the DOE Nevada Operations Office (DOE/NV) Math and Science Gift Program. This program provides excess and/or surplus education-related equipment to eligible recipients.
2. CANCELLATION. NV Procedural Instruction 96-003, GIFTS OF PERSONAL PROPERTY IN SUPPORT OF MATHEMATICS AND SCIENCE EDUCATION, dated 8-22-96.
3. APPLICABILITY. The provisions of this Order apply to all DOE/NV organizational elements and Management and Operating contractors.
  - a. Contractor requirements are contained in the Contractor Requirement Document, Attachment 1.
  - b. Compliance with the Contractor Requirement Document is required to the extent set forth in a DOE/NV contract or other agreement.
4. REQUIREMENTS.
  - a. Property in Federal Supply Classification Groups 34, 36, 52, 60, 66, 67, 70, and 74 in Condition Codes 1 and 4 will be primary candidates for the DOE/NV Math and Science Gift Program. Other property which is deemed appropriate for use in improving math and science curricular or for the conduct of technical

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**INITIATED BY:**  
**Engineering and Asset Management Division**

and scientific education and research activities will also be considered for this program.

- b. Excess property meeting the qualifications outlined above will be made available for this program prior to any other reporting requirements.
- c. Private schools and institutions are eligible for gifts under this program. Gifts to private schools will be limited to those schools maintaining a partnership agreement with DOE/NV.
- d. The DOE/NV Office of Public Affairs and Information (OPAI) will prepare a Memoranda of Understanding (MOU) with school districts participating in the DOE/NV Math and Science Gift Program. The recipient agencies will agree to the terms and provisions required by DOE/NV for participation in the Math and Science Gift Program. Signature by the DOE/NV Manager will constitute Department of Energy approval of Gifts to the Educational element and will preclude repetitive approval by DOE/NV.
- e. The local school districts for outlying activities will have 15 working days from receipt of candidate listings to “freeze” equipment on the listing by notification to the holding activity. The recipients will have another 15 working days in which to pick up the material. Costs associated with pick up of gifted materials will be borne by the receiving schools.
- f. OPAI will act as the liaison with outlying school districts for the resolution of problems and to perform periodic interfaces to ensure the proper utilization of a gifted property. DOE/NV operations in other states should have partnership agreements with local school districts for the delivery of material under this program. Additionally, the Program Officer (PO) will review property gifted under this program for appropriateness and equitable allocation of assets.
- g. Upon delivery of gift material to the individual schools or school district, a signed document will be utilized for the removal of the property from the property records, and for data collection purposes.

**5. RESPONSIBILITIES.**

- a. DOE/NV Manager. The DOE/NV Manager, or his/her designee, may delegate the authority to authorize excess and/or surplus education-related or research

equipment. Gifts are not to exceed \$25,000 acquisition cost for any single item.

- b. Program Officer. The Community Services Specialist, OPAI, is designated PO for DOE/NV and its contractors. The PO is the principal point of contact for the schools (prekindergarten through Grade 12) with an MOU in effect at time of gift. The PO is responsible for issuing an MOU between the DOE/NV and the school. The PO will review and determine if a proposed project meets the criteria for the equipment gift program.
- c. Engineering and Asset Management Division. Provide policy and direction to DOE/NV and contractor personnel. A representative will be the Administrator, and be responsible for the updating guidelines, defining the value of equipment, availability of equipment, approve and issue gift agreements, forward to the contractor for execution and scheduling the transfer of equipment to the schools. The Administrator will also approve all listings prior to distribution by the PO.

**6. REFERENCES.**

- a. Public Law 101-510, "Department of Energy (DOE) Science Education Enhancement Act," 101st Congress, of 11-5-90; 104 Stat. 1485 Part E, 42 United States Code 7381.
- b. Rumsey/Hopf Policy Memorandum dated 7-17-95, "Math and Science Equipment Gift Program."
- c. Hall Policy Memorandum dated 7-22-96, "Information Technology Management Reform Act of 1996–Excess and Surplus Computer Equipment Inventory."

**7. DEFINITIONS.**

- a. Schools mean individual public or private education institutions encompassing prekindergarten through Grade 12, as well as public school districts.
- b. Community-Based Educational Organizations mean nonprofit entities that are engaged in collaborative projects with schools or that have education as their primary focus. Such organizations shall qualify as nonprofit educational

institutions or organizations for purposes of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.

- c. Educationally Useful Equipment means computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in prekindergarten, elementary, middle, or secondary school education.
  - d. Memorandum of Understanding means in every case, prior to giving an eligible school equipment, a blanket MOU covering the school must be effected. The MOU addresses the general equipment support to be provided to the school and the administrative procedures to be followed in providing gifts of equipment and property to the educational institution. The MOU must be signed by the DOE/NV Manager and the authorized representative of the educational institution.
8. GENERAL POLICY. DOE/NV may provide, on a Gift Agreement, scientific and related equipment suitable for classroom instructional use, support of research, as well as materials and supplies, where appropriate, to support curriculum development testing and implementation.
9. CONTACT. Questions concerning this Order should be addressed to the Engineering and Asset Management Division at (702) 295-3424.

Gerald W. Johnson  
Manager

**Contractor Requirement Document**

Material provided by DOE/NV Nevada Operations Office (DOE/NV) or its contractors will be serviceable and in working order. Equipment in Disposal Condition Codes one and four should be actively considered for this program. Property in other condition codes can be provided if the serviceability of equipment is verified before the property is offered for this program. Title of property provided under this program will transfer upon recipients' written acknowledgment of receipt.

Contractors with excess property qualifying for the program will prepare a listing and forward it to the DOE/NV Administrator.

The listing will include as a minimum, full nomenclature, property identification number or other unique identifiers, condition code, location of material and a brief description of missing components or repairs required and/or other information required for acceptance.